

Project Work Plan

WORK ORDER NUMBER: PP-00000000
PROJECT TITLE: title
INSTITUTION: The University of Texas at San Antonio
ASSISTANT DIRECTOR: name
PROJECT COORDINATOR: name
VERSION NUMBER: 001
VERSION DATE: date

SECTION I – PROJECT WORK PLAN APPROVAL

- 1.1 The Office of Facilities, the Project Requestor, and the User are in agreement that this Project Work Plan adequately identifies, describes, and documents the needs of the project.
- 1.2 Approval of the Work Plan indicates an understanding of the purpose and content described in this document.

| | | | | |
|---------------------------|------|-------------------|------------------|-------------|
| Facilities Representative | name | _____ | _____ | _____ |
| | | <i>Print Name</i> | <i>Signature</i> | <i>Date</i> |
| Requestor | name | _____ | _____ | _____ |
| | | <i>Print Name</i> | <i>Signature</i> | <i>Date</i> |
| User | name | _____ | _____ | _____ |
| | | <i>Print Name</i> | <i>Signature</i> | <i>Date</i> |

SECTION II – GENERAL PROJECT INFORMATION - This section briefly describes the scope of work of the project, including assumptions, exceptions, and qualifications to the project.

2.1 Project Scope of Work (narrative);

Write a short paragraph here describing the project.

2.2 Project Assumptions, Exceptions, and Qualifications;

List anything excluded from the project, and qualify what is included if necessary.

SECTION III - PROJECT EXECUTION & CONTROL - This section briefly lists the project execution and control strategy.

3.1 Project Communication;

The User Point of Contact is: name

The Facilities Project Coordinator is: name

All project communication shall flow through the Facilities Project Coordinator unless the Facilities Project Coordinator has authorized otherwise. This includes communication with the design firm, contractor, and UTSA departments. The purpose for this method of communication is to maintain the integrity of the project from inception to completion.

3.2 Project Communication Resolution Ladder;

Issues that cannot be resolved by the Facilities Project Coordinator and the User will be escalated to **Kathryn Pearson**, Assistant Director. Issues that cannot be resolved by Kathryn Pearson will be escalated to **Paul Goodman**, Director.

3.3 Project Building Committee;

Certain projects may require a Building Committee to for decision-making and reporting purposes. The Director of Facilities Engineering and Project Management will determine the need for a Building Committee. Members of the Building Committee will be listed here.

3.4 Permits, codes, and other impact statements required;

International Building Code, 2009

National Fire Protection Association, NFPA 101, 2009

Texas Department of Licensing and Regulation, Architectural Barriers, Article 9102

International Mechanical Code, 2009

International Electrical Code, 2009

3.5 Design Procurement and Control Strategy;

This section should justify why a design firm is or is not required. If required, this section should refer to the RFQ process and the planned members of the selection committee. Also this section should list the frequency of design reviews and the persons and departments who will be included in design reviews.

3.6 Construction Procurement and Control Strategy;

This section should justify why a Job Order Contractor (JOC) will be used. If not used, this section should refer to the RFP process and the planned members of the selection committee. Also this section should list the frequency of construction meetings and the persons and departments who will be included in construction meetings.

3.7 Preliminary Design and Construction start and completion milestone schedule dates:

Complete the Cost Estimate: date

Funding Project: date

Begin Design: date

Begin Construction: date

Complete Construction: date

Move-in: date

3.8 Compliance review considerations/dates:

MPMC Review: date

TCEQ Review/Approval: date

TDLR Plan Review: date

EHS&RM Asbestos: date

Other - _____: date

SECTION IV – INSTITUTION REQUIREMENTS - This section briefly describes special requirements of the Institution.

4.1 This project must comply with all UTSA Design and Construction Standards which can be found at the following website: (<http://facilities.utsa.edu/departments/epmt/epmstandards.htm>)

4.2 This project must comply with the UTSA Master Plan and may be reviewed periodically by the Master Plan Management Council (MPMC).

4.3 This project must comply with UTSA space standards administered by the Office of Space Management.

4.4 This project will be financially and otherwise responsible for bringing existing non-compliant deficiencies into compliance including, but not limited to, the Americans With Disabilities Act, regulations of the Texas Department of Licensing and Regulation, regulations of the Texas Commission on Environmental Quality, and fire and life safety codes.

SECTION V – USER REQUIREMENTS - This section briefly describes special requirements of the User.

5.1 List items here.